

VACANCY ANNOUNCEMENT

(Announcement Number: 12-20)

The American Embassy in Kathmandu is seeking an individual for the position of Alumni Coordinator.

OPEN TO: All Interested Candidates

POSITION: Alumni Coordinator

OPENING DATE: May 10, 2012

CLOSING DATE: May 24, 2012

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent develops alumni programming for all U.S. Government sponsored exchange program participants and integrates alumni into the Mission public affairs programming. The incumbent coordinates with bureau headquarters to prepare proposals for funding and competitive grants. The incumbent develops and maintains database of exchange program participants and their corresponding alumni.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelor's degree in liberal arts, education, social sciences, international relations or business management is required.
2. A minimum of three years of progressively responsible experience in program coordinating activities or international relations is required.
3. Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required
4. Thorough knowledge of Nepal's culture, language, geography, and social and political institutions is required. Good knowledge of U.S. educational and cultural institutions is required.
5. Ability to conduct Internet-based research, including use of specialized databases is required. Strong interpersonal skills and the ability to develop and maintain contacts is required. Good working knowledge of MS Word, MS Excel and MS Outlook is required

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: recruitktm1@state.gov (write “**Application for Alumni Coordinator**” in the Subject)

Or

Human Resources Office

G.P.O. Box 295

Kathmandu, Nepal

(Please clearly mark your envelope as “**Application for Alumni Coordinator**”)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Also visit us at: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html